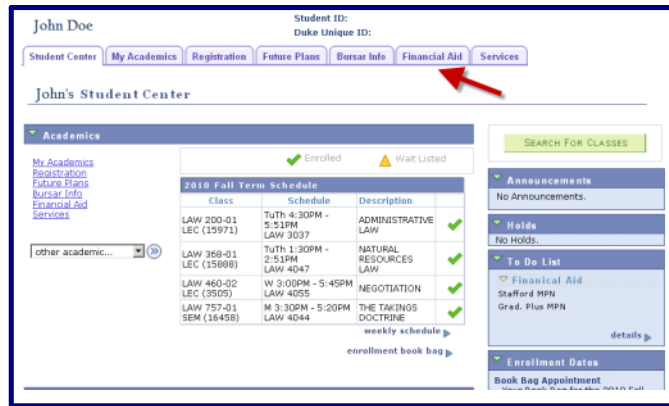


Select and submit your financial aid choices to Duke through the ACES system

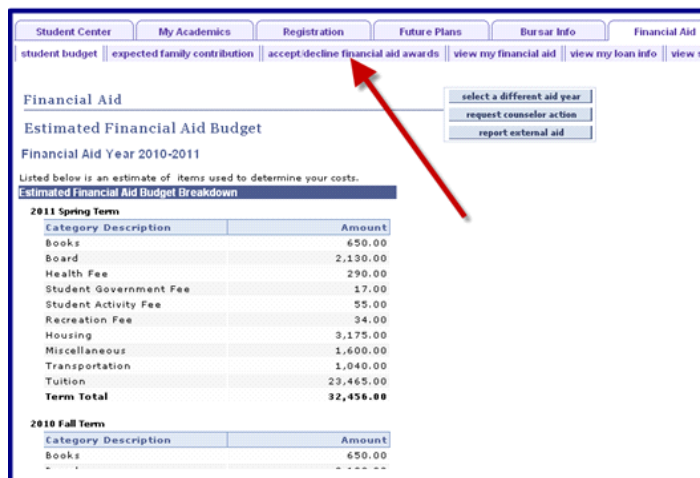
1. Locate and click on the **Financial Aid** tab at the top of your student center



2. On the next screen, select the appropriate aid year (in your case, this is 2011)



3. You'll then be shown the financial aid budget for the year. Your next step is to select the "accept/decline financial aid awards" tab at the top.



4. You'll then be taken to view your financial aid package. Notice that to begin with, all awards are "offered" but not "accepted". This is where you come in!

Financial Aid

Award Package

Financial Aid Year 2009-2010

You are eligible to receive the awards listed below. Please review each award and corresponding description. Additional information regarding loans may be obtained via the hyperlink in the 'Category' column. You may Accept and/or Decline any or all of the awards that are currently available.

Description	Category	Career	Offered	Accepted	Accept	Decline
Federal Sub Stafford Loan A	Loan	Law School	8,500.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Graduate PLUS Loan A	Loan	Law School	1,492.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Total			21,992.00	0.00		

Currency used is US Dollar.

Please Note: Your award package contains a federal Graduate PLUS loan, however you have the option to select a private loan instead. If you are considering borrowing a private loan, please first review the [Grad PLUS -vs- Private Loan](http://www.law.duke.edu/admis/financial/handbook/sec5#g) section of our financial aid handbook (<http://www.law.duke.edu/admis/financial/handbook/sec5#g>). Once you have done so, please feel free to contact us to replace your Grad PLUS award with a private loan.

5. To change the amount you're accepting for each award, first select the "accepted" checkbox (see example below).

Once you do that, you'll notice that the accepted amount becomes an editable field. You can then edit the amount to whatever you'd like, up to the initial offered amount.

Financial Aid

Award Package

Financial Aid Year 2009-2010

You are eligible to receive the awards listed below. Please review each award and corresponding description. Additional information regarding loans may be obtained via the hyperlink in the 'Category' column. You may Accept and/or Decline any or all of the awards that are currently available.

Description	Category	Career	Offered	Accepted	Accept	Decline
Federal Sub Stafford Loan A	Loan	Law School	8,500.00	8,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Federal Graduate PLUS Loan A	Loan	Law School	1,492.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Total			21,992.00	0.00		

Currency used is US Dollar.

Example: If you want to select an award, but not *total* amount, first select the "Accept" checkbox, *then* modify the amount.

Check Box Not Selected
 Cannot edit accepted amount

Check Box Selected
 Can edit accepted amount

6. Once you've accepted, modified, or declined each award, you can then proceed in two ways:

- Click "update totals" to update the total amount displayed on the bottom line
- Once you've confirmed that is correct, then click **Submit**

Financial Aid select a different aid year

Award Package request counselor action

report external aid

Financial Aid Year 2009-2010

You are eligible to receive the awards listed below. Please review each award and corresponding description. Additional information regarding loans may be obtained via the hyperlink in the 'Category' column. You may Accept and/or Decline any or all of the awards that are currently available.

Description	Category	Career	Offered	Accepted	Accept	Decline
Federal Sub Stafford Loan A	Loan	Law School	8,500.00	8,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Unsub Stafford Loan A	Loan	Law School	12,000.00	12,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Graduate PLUS Loan A	Loan	Law School	1,492.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			21,992.00	21,500.00		

Currency used is US Dollar. accept all decline all clear all update totals

Submit

7. After clicking **Submit**, you'll be shown a summary of the awards and amounts you've chosen. If this is correct, click **YES** to confirm.

Accept/Decline

Below is a list of your Financial Aid choices

Description	Category	Amount Accepted
Federal Sub Stafford Loan A	Loan	8,500.00
Federal Unsub Stafford Loan A	Loan	12,000.00
Federal Graduate PLUS Loan A	Loan	1,000.00
Total		21,500.00

⚠ Click Yes to continue with the submit. Any changes made will be saved. Click No to cancel the submit.

YES NO

8. That screen will be followed by a message confirming successful submission of your award choices.

Accept/Decline

Submit Confirmation

✔ The Submit was successful.

OK

9. You'll then be returned to the aid package view, except you'll see that this time a pink box has appeared notifying you that you have accepted loans. Click on the review loans button.

Financial Aid select a different aid year

Award Package request counselor action

report external aid

Financial Aid Year 2010-2011

Your acknowledgment and/or changes were successfully processed. Please review your awards for correctness. Remember to "Submit" your changes if you make further adjustments. If you have accepted a loan, please see the "view my loan info" tab for information on the status of your loans.

⚠ You have accepted one or more loan awards. Please click the [review loans](#) button to review your loans.

Description	Category	Career	Offered	Accepted	Accept	Decline
Fed Direct Subsidized Loan	Loan	Law School	8,500.00	8,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fed Direct Unsubsidized Loan	Loan	Law School	12,000.00	12,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fed Direct Grad PLUS Loan	Loan	Law School	45,372.00	45,372.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Federal Perkins Loan	Loan	Law School	1,000.00	1,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total			66,872.00	66,872.00		

Currency used is US Dollar. accept all decline all clear all update totals

Submit

10. A list of the loans you've accepted will then be shown, along with links to complete the processing of your loan. Click on the "complete processing for this loan" button to be directed to StudentLoans.gov.

Please contact your financial aid office if you have questions or need to make changes to any information listed on this page. (NOTE: You may have to wait up to FIVE BUSINESS DAYS to see updates to the statuses on this page. This includes lender selection, completion of Entrance Counseling and the completion of Master Promissory Notes.)

Federal Student Loans

⚠ You have accepted a Direct Stafford loan award which requires completion of a Promissory Note. [complete processing for this loan](#)

⚠ You have accepted a Direct Grad PLUS loan award which requires completion of a Promissory Note. [complete processing for this loan](#)

Description	Lender Name	Accept Amount
Fed Direct Subsidized Loan		8,500.00
Fed Direct Unsubsidized Loan		12,000.00
Fed Direct Grad PLUS Loan		45,372.00

Perkins

Description	Lender Name	Accept Amount
Federal Perkins Loan	Duke University	1,000.00

Total for Aid Year

Total **66,872.00**

11. StudentLoans.gov is where you will then complete:

- Your **Master Promissory Notes** for your Stafford and/or Graduate PLUS Loans
- Your **Entrance Counseling Session** for your Stafford and/or Graduate PLUS Loans

START HERE GO FURTHER FEDERAL STUDENT AID StudentLoans.gov

Home Learn More Tools and Resources Managing Repayment FAQs Contact Us

Manage My Direct Loan

Sign In: Please use your PIN to sign in. [Why am I signing in?](#)

- View My Loan Documents
- Entrance Counseling
- Sign Master Promissory Note
- Complete PLUS Request Process
- Endorse PLUS Loan

Please visit the PIN site if you are a new user or have forgotten your PIN.

Learn More

- Find Information about Student Aid Programs
- Direct Loan Overview
- What you Need for Direct Loans
- What to Expect for Direct Loans
- Asesoramiento de Ingreso

Tools and Resources

- Apply for PIN
- FAFSA
- Exit Counseling
- Direct Loan Consolidation
- My Financial Aid History

Managing Repayment

- Repaying Your Loans
- Repayment Plans & Calculators
- Income Based Repayment Plan
- Trouble Making Payments?
- Loan Discharge
- Public Service Loan Forgiveness
- Teacher Loan Forgiveness

* **A note about Perkins Loans**

While Perkins loans were originally planned to be included under Direct Lending, that change was not included in recent legislation. However, there are still references to Perkins loans in some content on StudentLoans.gov.

Specifically, we've noted that the Stafford Loan Entrance Counseling claims to also satisfy the required Perkins entrance counseling. Please disregard this message. Further information on completing the Perkins process will be sent to you from Duke's Student Loan Office.

Example:

Congratulations! You have successfully completed Entrance Counseling for Direct Loan Sub/Unsub/**Perkins Loan Type**.

First Name:	
Middle Initial:	W
Last Name:	XXXXXXXXXX
SSN:	XXX-XX-3333
School Location:	NC
School:	DUKE UNIVERSITY

[Print](#)

► You can view and download completed Counseling Verification Page
 ► You can submit a Master Promissory Note

12. That's it! To assure you've completed all required steps, take a moment at this point to check off each item you've finished.

- Logged into ACES to complete Duke's financial aid process.** This means you selected each loan you wish to borrow, as well as the amount for each loan.

- Completed the Entrance Counseling Session** on StudentLoans.gov

- Completed MPN** (Master Promissory Note) for Stafford Loans (if applicable)
- Completed MPN** (Master Promissory Note) for Graduate PLUS Loans (if applicable)